

LANCASTER COUNTY INVESTIGATOR

NATURE OF WORK

This is responsible work relating to the investigation of criminal allegations filed in Lancaster County or other courts of competent jurisdiction.

Work involves the application of investigative methods in the interviewing of witnesses and the gathering of physical evidence with respect to criminal proceedings. An employee of this classification will locate and interview witnesses, conduct crime scene investigations, take measurements and photographs of crime scenes or evidence and conduct other related tasks on behalf of attorneys. An employee of this class is expected to exercise considerable initiative and resourcefulness in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed in the form of comprehensiveness of written reports and investigative results achieved.

EXAMPLE OF WORK PERFORMED

Investigate crime scenes, gather and secure evidence, and photograph and diagram crime scenes and other important locales on behalf of Lancaster County clients.

Interview witnesses in felony, misdemeanor, mental health, juvenile, child support and paternity actions on behalf of Lancaster County clients.

Establish and maintain a system to ensure the protection and chain of custody for evidence.

Prepare comprehensive written reports concerning investigations undertaken; provide preliminary oral reports to attorneys, as required; obtain formal statements from witnesses; and testify in court as required on behalf of Lancaster County clients.

Develop and locate witnesses of felony, misdemeanor, juvenile, mental health, child support and paternity actions on behalf of Lancaster County clients.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of investigative techniques, principles and practices.

Knowledge of criminal law, criminal procedure and the rules of evidence.

Knowledge of court procedures in criminal trials.

Ability to obtain complete information through interview, interrogation and observation and to prepare comprehensive reports on assigned cases.

Ability to recognize the need for independent action and to demonstrate the skill, creativity, initiative and confidence in effectively handling complex assignments.

Ability to maintain client confidences and ensure confidentiality of the investigation and investigative results.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in criminal justice, psychology, sociology or related field plus experience in criminal investigations, as well as the collection and analysis of evidence.

MINIMUM QUALIFICATIONS

Graduation from a senior high school supplemented by additional course work in criminal justice or related field and experience in law enforcement or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must have the ability to obtain a private investigator license from the State of Nebraska within six (6) months of employment.

Approved by: _____
Department Head

Personnel Director

Revised 4/96